

Facility and Support Services

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January 27, 2020

To: Mahesh Sharma
 County Administrator

From: Tammy Speidel, FMP
 Director, Facility and Support Services

Subj: Approval and award of bids, Carpet Replacement Project Fifth Floor Administrative Center

FSS has obtained bids for carpet replacement for the majority of the 5th floor. Bids include the Records Office, with the exception of the vault as well as the County Assessor's and City Assessor's office areas. We have worked with each office to identify the best way to facilitate the replacement with the minimum amount of disruption to the public. Offices were very helpful in helping us identify work that needed to be completed during off hours as well as work that could take place during regular hours of operation.

The following vendors responded to our bid request and attended a walkthrough to accurately assess the project prior to submitting bids.

FIRM	BID
Flooring America	\$55,234.33
Paragon Commercial Interiors Inc	\$41,171.43

In addition to the carpet portion of this project, there is a good deal of work involving removing and reassembling furniture. Paragon has provided a price quote of \$26,364.00 to perform this work. This is a mix of both straight and overtime rates for after hours and weekend work. You may recall that Paragon is the local Allsteel servicing vendor, and as such would be performing this work no matter which company won the carpeting bid. This cost includes work to disassemble and reassemble furniture in private offices and the work to raise and move or completely disassemble and reassemble cubicle pods necessary to complete carpeting installation.

Also during this project we will be looking at removing glass walls within the Recorder's office and will have some additional cost for this labor and to modify the furniture once the glass comes down. We anticipate that work, provided by Paragon will be less than \$12,000 dollars.

Total Cost of this project is estimated as follows:

ITEM	COST
Carpeting	\$41,171.43
Furniture – removal and reassembly	\$26,364.00
Recorder's office work related to glass cubicle	\$12,000.00 (not to exceed)
TOTAL ESTIMATED PROJECT COST	\$79,535.43

The project is budgeted in the FY20 Capital Plan in the amount of \$85,000.00.

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I recommend approving the bid and awarding the contract to Paragon Commercial Interiors Inc in the total amount of \$67,535.43 for the carpeting and furniture removal and reassembly.

An additional PO will be issued when we have the exact costs for the work related to the glass cubicle, but again I don't expect that the cost will exceed \$12,000 however I am including it in the total project cost to accurately represent the project.

I will be at the Committee of the Whole meeting to discuss any questions you or the Board may have.

CC: Rita Vargas
Tom McManus
Nick Van Camp
FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N
SCOTT COUNTY BOARD OF SUPERVISORS

February 6, 2020

A RESOLUTION APPROVING THE AWARD OF BID FOR ADMINISTRATIVE
CENTER CARPET REPLACEMENT TO PARAGON COMMERCIAL INTERIORS INC
IN THE AMOUNT OF \$67,535.43.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the bid for the Administrative Center carpet replacement is hereby approved and awarded to Paragon Commercial Interiors Inc in the amount of \$41,171.43.
- Section 2. That the bid for furniture disassembly and reassembly is hereby approved and awarded to Paragon Commercial Interiors Inc in the amount of \$26,364.00.
- Section 3. This resolution shall take effect immediately.